

IT Workforce  
Committee Meeting

Thursday, December 15th, 2005

1:30PM

DETR – Technical Services Conference Room  
500 E. Third Street – Basement Rm 107

MEETING MINUTES

Attendees: Janice Rhode, Kathy Comba, Mary Day, Cheryl Mathwig, Hazel Brandon, and Imran Hyman

1. State Personnel Review/Update - Mary Day introduced her new employee, Imran Hyman. Imran will be a member of this committee.
2. CNT/CNS Update – Imran distributed the final CNT series for review. Imran will distribute this to all committee members electronically and asked for feedback by a certain date. Work has begun on the CNS series next.
3. Continued Discussion: Combining IT classifications into three series: IT TECH, IT PROFESSIONAL, IT MANAGER. – Personnel staff is in the process of putting together position summaries for all state positions in preparation of their new applicant tracking and recruitment system. The applicant system will have web-based ability to apply for state positions. The intent is that this will assist in getting more specific position lists. With this new system, the recruiter will be able to describe the entire position. The new system will have a skill bank per applicant, so you will be able to do a select on certain systems, networks, programming languages, etc.

Mary reported that they are still working on the IT Matrix as follows:

IT Tech - CNT, CST, Helpdesk

IT Professional - CNS, CSP, ISS, DBA, Security, Disaster Recovery, MIS ?

IT Manager - DP Mgr, ISM

4. Discussion on filling vacant positions - Mary is hoping that their new applicant tracking system will assist in getting more qualified personnel in these positions. A vendor has been selected for this new system with an anticipated go live in the Spring of 2006. Janice mentioned that there is an America's Job Bank Website (<http://www.nevadajobconnect.com/>) that you can post jobs and look at resumes for IT positions. Janice will send us this information. She recommended that State Personnel post positions to this website. Discussion was held that there has been minimal success on posting to Monster.com or Dice.com. Mary reported

that an additional benefit of this new applicant tracking system will be 48 hour posting of new job announcements to the Website.

5. Standards for Web Site Maintenance – Mary indicated that she gave Janice a stack of job specifications that we can pull off the knowledge, skills and abilities specifications for the following categories.

Web Editors – Post and edit to Website.

Web Master – Coordinate the Web Editors, uses Java scripts, ensures standards are followed, coordinate with DOIT, ensure security, check links, etc.

At the next meeting we will review the duties of each of these web positions as well as the skills and training required for these positions. Hazel and Cheryl will start this and we can assist in enhancing this at the next meeting.

Cheryl asked who will be doing this training that we identify. Janice recommended that we approach DOIT to assist in this training once we compiled a list of the specific training. Imran recommended that we recommend that the Web Master training be done first followed by the Web Editor training so that the Web Masters can attend both. Hazel has a document on minimum requirements for maintaining a web site. This will help Cheryl and Hazel in their task.

6. Next meeting: January 19<sup>th</sup>, 2006 (3<sup>rd</sup> Thursday 1:30)